

ANNOUNCEMENT

Department of Administration

Effective: July 29, 2003

Destroy Date: January 1, 2004

This ANNOUNCEMENT is being forwarded to state agency heads only. Each state agency will be responsible for distributing or posting this information within the agency.

Dear Agency Head:

I am writing to remind you that Section 15.04(1)(d), Wis. Stats requires every department or independent agency to submit a biennial report to the Governor and Legislature, on or before October 15 of each odd-numbered year. We are simplifying this requirement by asking for reports to be prepared and submitted in an electronic format to reduce printing and distribution costs. Completed reports for all state agencies and more detailed guidelines will be posted centrally on the Department of Administration's Internet site for improved access by interested parties (<http://www.doa.state.wi.us/refcenter.asp> - **click on Biennial under Current Categories**)

Agency reporting needs will vary because of the differences in functions, workload and size but each report should contain the following:

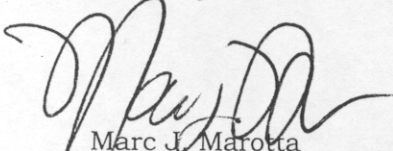
1. Transmittal letter and table of contents.
2. Brief overview of the agency's organizational structure and functions.
3. Review of the performance and operation of the agency or department during the 2001-2003 biennium highlighting efficiencies, dollar savings and important organizational or administrative changes.
4. Agency's major program goals and objectives including program changes and policy directions as outlined in the Governor's 2003-2005 biennial budget.
5. Report on the agency's success or failure in developing and creating flexible-time work schedules, additional, permanent part-time positions and other alternative work patterns (Section 230.215 (4), Wis.Stats).
6. Agencies that publish an annual report may submit that report as the required biennial report and append materials as necessary.

Forward your agency report in PDF format by October 15 to this e-mail address deborah.bothell@doa.state.wi.us for posting on the DOA Internet site. In addition, send 52 printed copies of your report to the **DPI Reference and Loan Library at 2109 S. Stoughton Road, Madison, WI 53716** for distribution to state libraries to meet their archival needs. Agencies may determine printed quantities needed in excess of the 52 copies required for the libraries.

Agencies may take care of their printing requirements internally or contact Enterprise Publishing Services (Tony Kannenberg @ 266-5384/Fred Bradley @ 261-8142) or BSI Quick Copy (<http://buybsi.com/print>) for assistance.

Please direct questions or comments about this process to Tom Herman, Director, Bureau of Management Services at 266-0239 or tom.herman@doa.state.wi.us

Sincerely,



Marc J. Marotta
Secretary